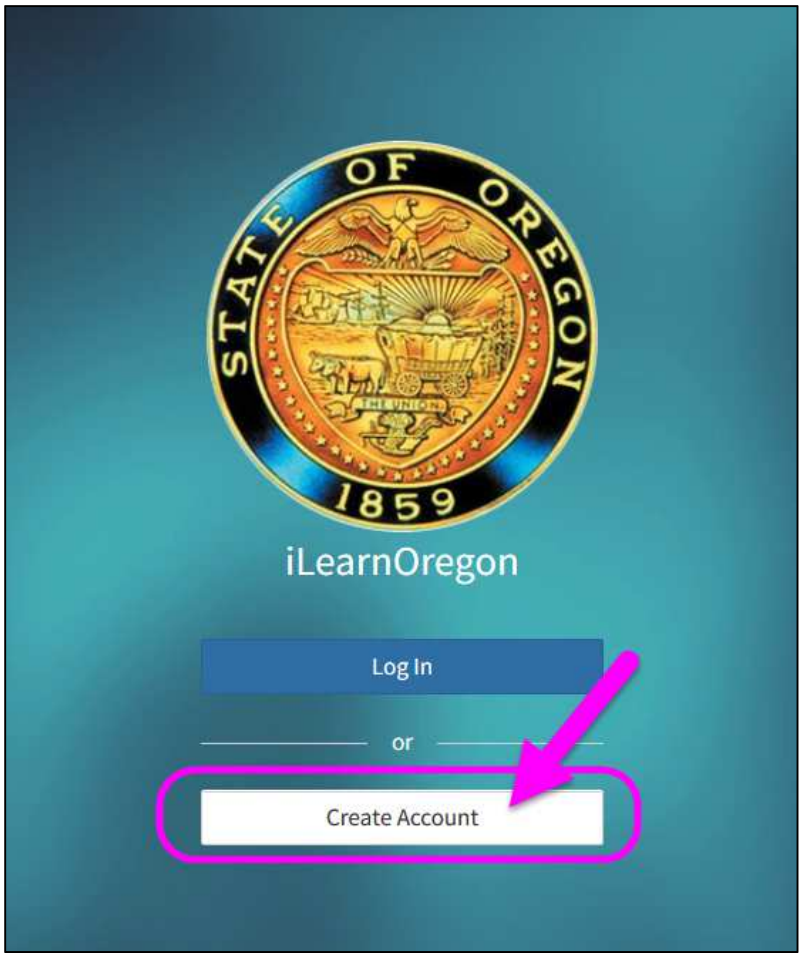
How to Create a User Account in DHS iLearn

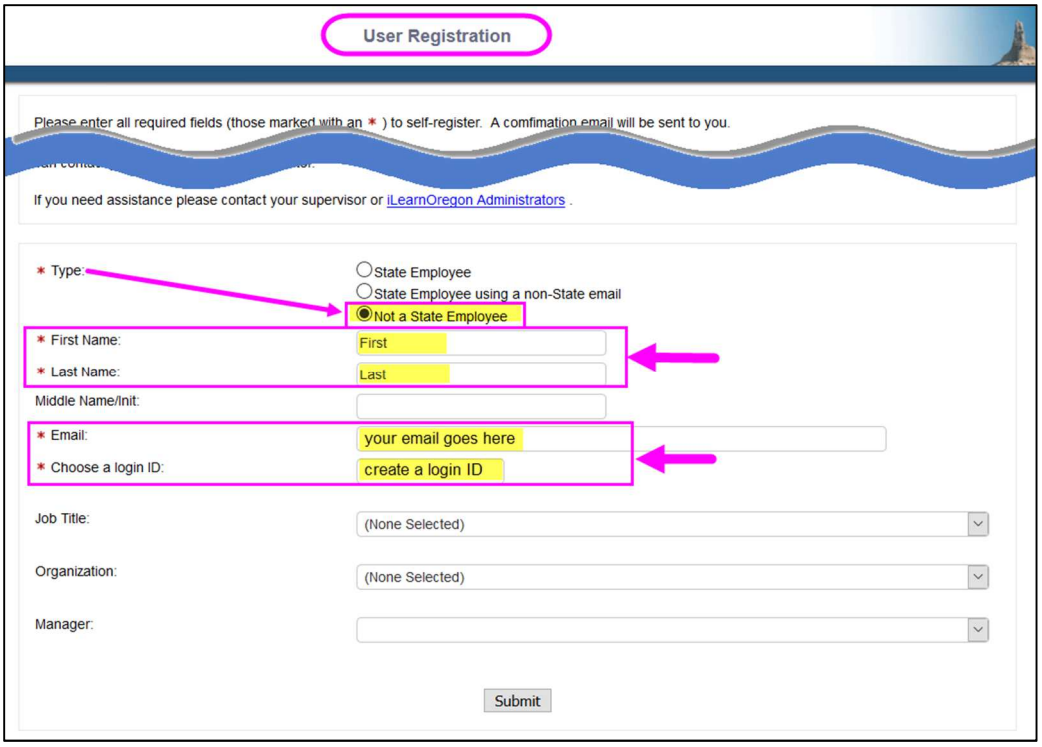
1. Go to DHS' iLearn website. **https://ilearn.oregon.gov/**

2. Once at the iLearn website, click on **Create Account.**

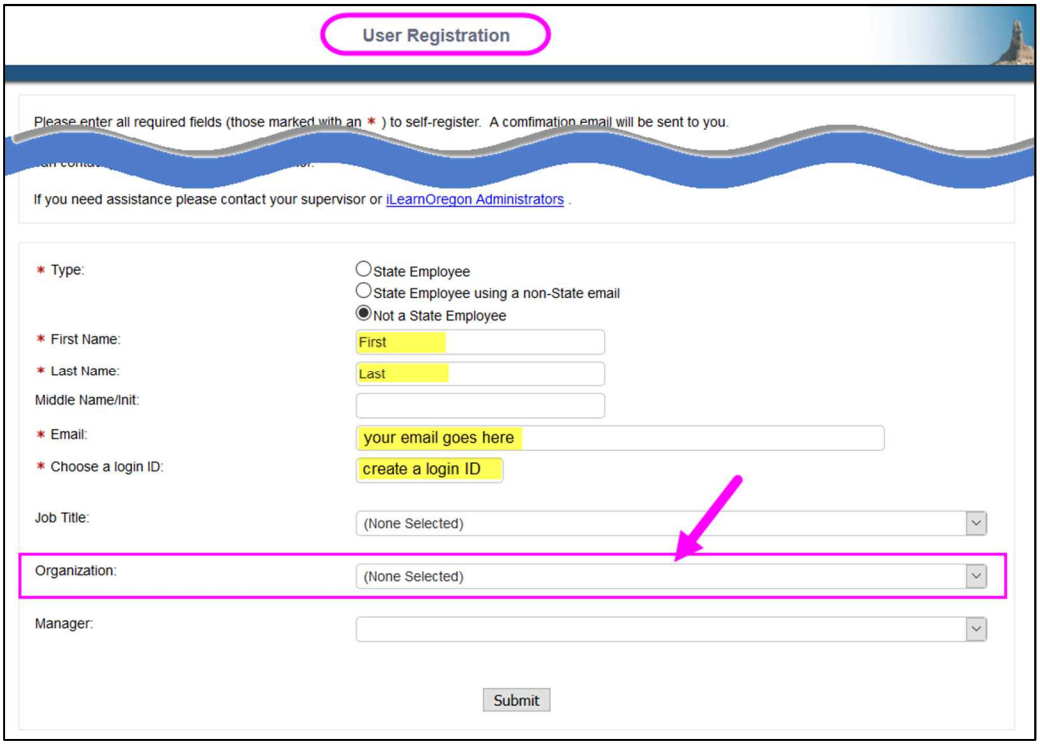


3. In the **User Registration** page, select "***Not a State Employee***" for **Type**, and then complete the items marked with a red asterisk (*) shown on the next page.

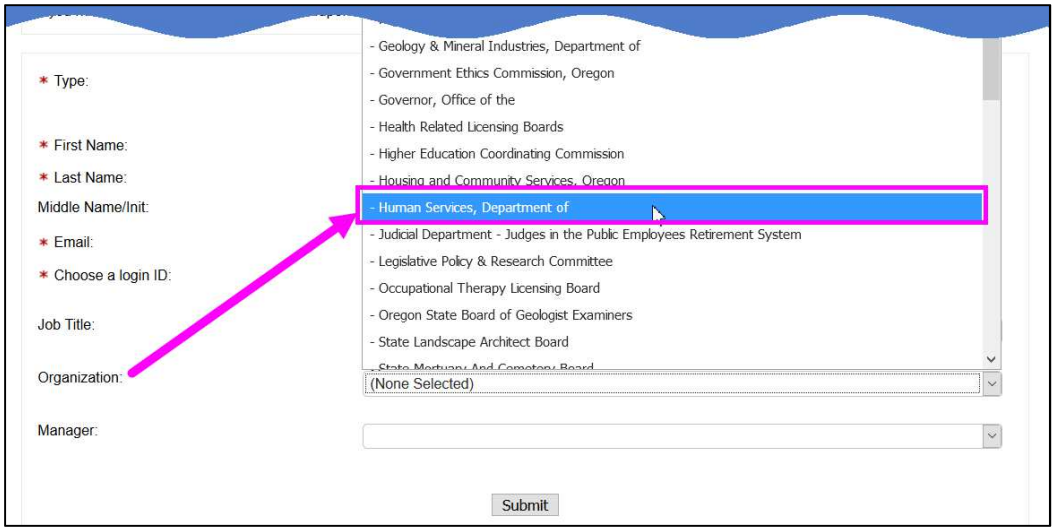
   Check to be sure that your email address is entered correctly, as information from iLearn will be sent to this email.



4. Next, to be sure you can also access other PSW or HCW trainings & information offered by the Oregon Home Care Commission, you will need to select the correct **ORGANIZATION** information.

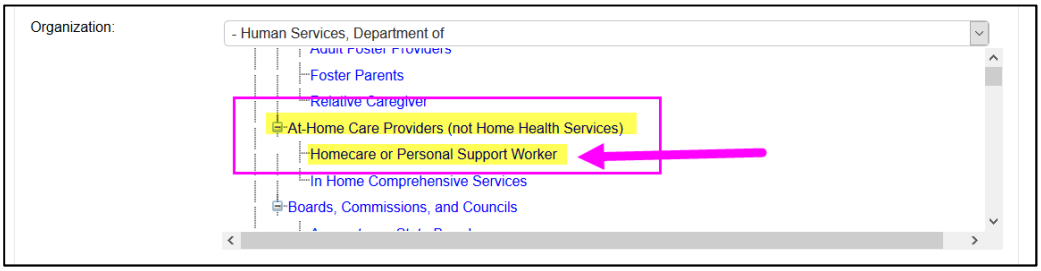


In the dropdown for **ORGANIZATION**, open & scroll down to select: "**– Human Services, Department of**". This will open additional menu options.

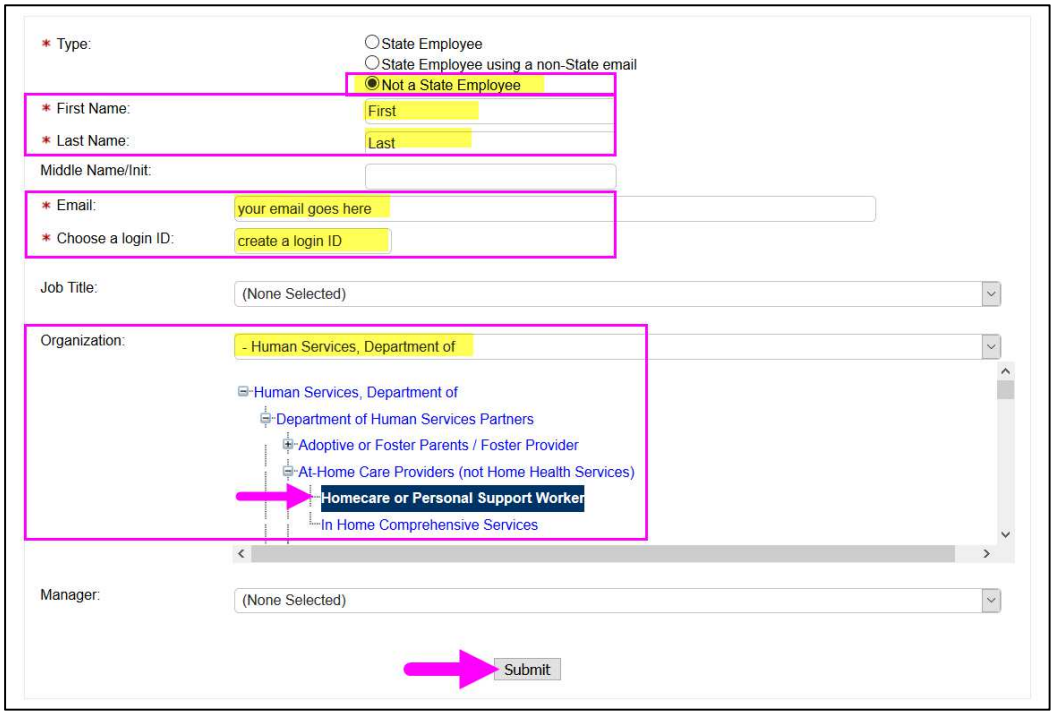


Once selected, additional menu options will appear. Scroll down those options until you find "**At Home Care Providers (not Home Health Services)**",

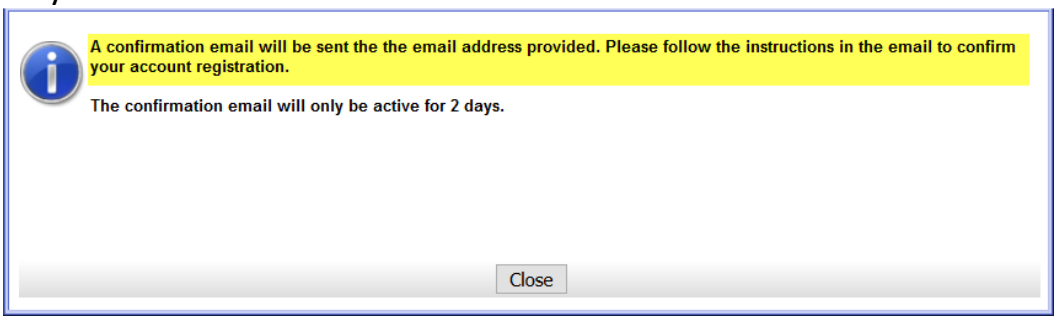
and then under that, select "**Home Care or Personal Support Worker**".



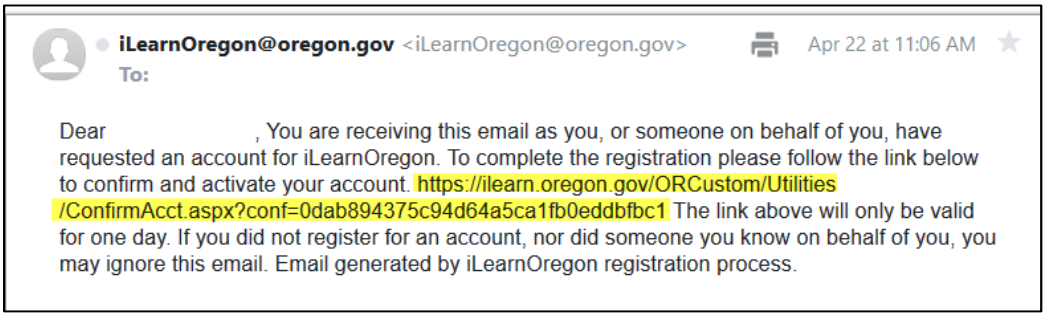
With your User Registration information completed as shown below, click on **SUBMIT**.



5. You will receive a confirmation pop-up message that an email has been sent to the email address you provided. Click **CLOSE** to close this message, and then check your email.

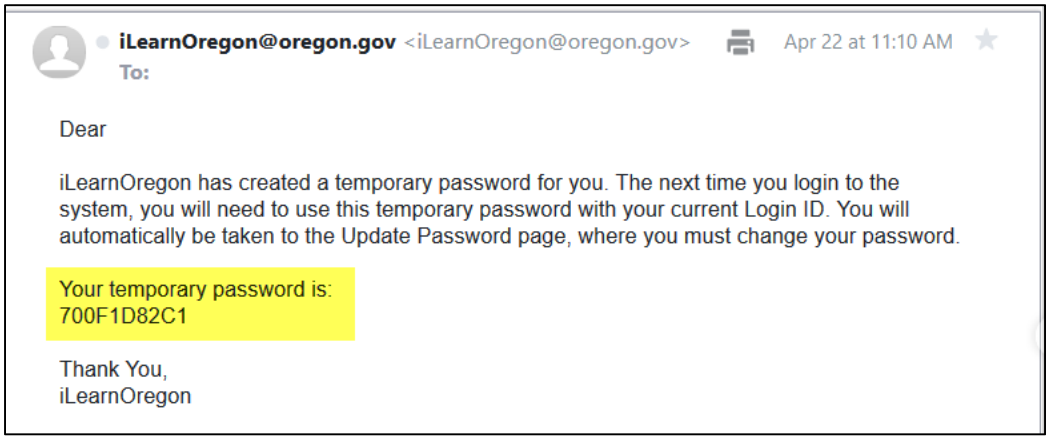


6. From your personal email account, find the email that was sent to you from iLearn. ***You may need to check your "junk" or "spam" folders if you do not see it in your "inbox"***. Use the link sent to you in that email (either click on the link or copy/paste it into an internet browser search window) to complete your iLearn user registration.



7. If your account confirmation is successful, you will receive 2 more emails: a confirmation message & **a THIRD email** from iLearn with your temporary password.

8. Check your personal email again for the temporary password email from iLearn. ***Again, you may need to check your "junk" or "spam" folders, if you do not see it in your "inbox".***



iLearnOregon@oregon.gov <iLearnOregon@oregon.gov> Apr 22 at 11:10 AM

To:

Dear

iLearnOregon has created a temporary password for you. The next time you login to the system, you will need to use this temporary password with your current Login ID. You will automatically be taken to the Update Password page, where you must change your password.

Your temporary password is:
700F1D82C1

Thank You,
iLearnOregon

9. Use the temporary password to login to iLearn.

10. When you login for the first time, you will be prompted to select a new password. Create your new iLearn password & then click **SAVE**.

11. You should be successfully logged in to iLearn.

12. Use the "***How to Register for a PSW EVV Orientation Session***" guide to register.